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Applicability: All SCDMR Employees

Purpose:

This procedural directive establishes uniform policies to be followed by all employees and commission members to achieve maximum economy in the performance of travel necessary in conducting official department business and to insure that employees and commission members are fairly reimbursed in accordance with State regulations.

Procedures:

1. Travel will be reimbursed for the items allowed and to the amounts allowed by state law unless the Commissioner has established a more restrictive limit. These regulations are included in Section 1.7 of SCDMR's Finance Manual.
2. Claims for travel reimbursements will be submitted on STARS Form 62-AO3/R90, stock number 95054. Each reimbursement claim for an employee must be approved by the employee's immediate supervisor.
3. A hotel bill for an employee may be submitted directly to DMR if prior approval of the billing is obtained from the hotel. The agreement by the hotel to accept an agency purchase order constitutes prior agreement. It is the responsibility of the regional purchasing officials to obtain a hotel's agreement prior to issuing a purchase order.
4. All out-of-state travel requires the prior approval of the Commissioner. Requests for out-of-state travel should be made on SCDMR Form AO-4, stock number 9505k.
5. Advance payment for travel and subsistence will be made only in exceptional circumstances upon approval of the Commissioner. Applications and approval will be consistent with Budget and Control Board regulations.

James E. Kirk
Deputy Commissioner for
Fiscal Affairs
(Originator)

Philip S. Massey, Ph.D.
Commissioner
(APPROVED)